

**Resolution No. R-31-2022**  
**Adopted: November 15, 2022**

A Resolution of the Mayor and Town Council of Kensington Approving the new Employee Handbook to comply with all Federal, State, and County regulations.

**Whereas**, Article IX, "Administration", Section 901, "Personnel Regulations", of the Town Charter states that the Town shall have the power to employ such officials and employees and by ordinance or resolution adopt a personnel policy as it deems necessary to execute the power and duties provided by this Charter or other State Law and to operate the Town government; and

**Whereas**, the Town previously revised the Employee Handbook in 2011 (Resolution No. R-9-2011); and

**Whereas**, the Town Manager determined that a new Employee Handbook was necessary in order to comply with existing Montgomery County, State of Maryland, and Federal regulations; and

**Whereas**, the Town worked with the Town Attorney, along with Shawe Rosenthal, LLC, to draft a new Employee Handbook that meets all current regulatory requirements.

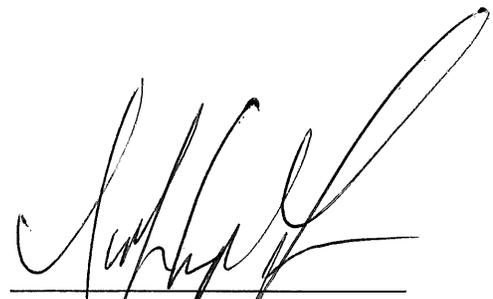
**Now, Therefore, Be It Resolved** that the Mayor and Council of the Town of Kensington, Maryland, approve of the new Employee Handbook for Town of Kensington employees in substantially the form attached, upon final review by the Town Attorney.

**Adopted** by the Town Council this 15th day of November, 2022.

**Effective** the 1<sup>st</sup> day of January, 2023.

**ATTEST: TOWN OF KENSINGTON, MARYLAND**

By:   
Susan C. Engels, Clerk – Treasurer

  
Tracey C. Furman, Mayor